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CERTIFICATE COURSE IN HINDI
and
HINDI PARICHAYA

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V-5

CORRESPONDENCE COURSES

(English-Medium)

PROSPECTUS FOR

1986-87

Department of Correspondence Courses

CENTRAL HINDI DIRECTORATE

Ministry of Human Resource Development

Govt. of India

West Block-7, Ramakrishnapuram

NEW DELHI-110066 (INDIA)

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Prospectus

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PROSPECTUS

Certificate Course in Hindi

&

Hindi Parichaya

Correspondence Courses

Session commences on 1st July every year	Last date of Admission 15th June every year

INTRODUCTORY

(i) The Department of Correspondence Courses, Central Hindi Directorate (Ministry of Human Resource Development) has been conducting Hindi Correspondence Courses for non-Hindi speaking Indians and foreigners in the country and abroad. This arrangement offers the facility of 'own time self-study' where one receives regular guidance, tutorial instructions and lessons at home.

(ii) The scheme which was started in the year 1968, has proved very popular among the cross-sections of the multilingual Indian society and among various nationalities throughout the globe. About 2,00,000 people belonging to various linguistic groups have so far been benefitted by this Scheme.

Courses		*Duration*
1. *CERTIFICATE COURSES IN HINDI	-	One year
2. HINDI PARICHAYA COURSE	-	Two years

* Previously this Course was conducted under the nomenclature of HINDI PRAVESH with 2 years' duration. At present, it has been condensed to one year course with the new name 'Certificate Course in Hindi.'

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PART -I

CERTIFICATE COURSE IN HINDI

This Course is open to non-Hindi speaking Indians and foreigners who are above the age of 15 years.

I. OBJECTIVES

Beginning with the elementary stage, this course aims at imparting a fair working knowledge of Hindi language, i.e. the student will acquire the following language skills after the completion of this course :

(i) acquaintance with (a) the basic structural patterns of Hindi (b) all fundamental grammatical devices of Hindi and (c) about 1,500 basic Hindi words.

(ii) ability to understand simple stories, descriptions, conversations, speeches, etc.

(iii) ability to express orally in day-to-day situations, like that of market, hospital, post office, etc;

(iv) ability to read and understand Hindi, written in simple-language and

(v) ability to write simple Hindi.

II. DURATION

The duration of the course will be one year (from July to April next year)

III. MEDIUM

The media of instruction are

(i) English (ii) Tamil

(iii) Malayalam and (iv) Bangla

IV. ELIGIBILITY

(i) The Course is open to all Indians and foreigners residing in India or abroad whose mother-tongue is not Hindi and who are above 15 years of age.

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In case of children of Indian nationals/settlers residing abroad the minimum age limit is 10 years, irrespective of their mother-tongue.

(ii) The candidates should have adequate knowledge in English to be able to understand lessons and teaching material. In the case of other media courses, they should have sufficient knowledge in the language concerned.

V. HOW TO APPLY

Intending candidates may apply directly to the Deputy Director, Department of Correspondence Courses, Central Hindi Directorate, West Blook-7 R.K. Puram, New Delhi-110066 on plain paper in the proforma appended below. Applications must reach the Department before 15th June every year. Applications received thereafter will not be entertained.

Proforma.

(1) Name of the Course

(2) Name of the Applicant

(3) Father's Name

(4) Nationality

(5) Date of birth

(6) Mother tongue

(7) Medium through which you intend to learn Hindi. (English/Tamil/Malayalam/Bangla)

(8) Postal Address (with District and Pin code)

(9) Profession

(10) Academic qualifications

(11) Particulars of Fees

IPO/Bank Draft No. Date Amount

(12) Signature

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The last date for receiving applications, alongwith prescribed fees for admission is 15th June 1986. In the case of students applying from abroad, the last date will, however, be upto 30th June 1986.

VI FEES

(i) The following fee will be payable by the candidates at the time of admission.

a)	For those residing in India	Rs. 30/-
b)	For those residing abroad	US $ 30.00 or £ 19.00 or Rs. 303.00

VII MODE OF PAYMENT

a) *For those residing in India*

Payment should be made either by crossed *Indian Postal Orders* or *Bank Draft* in favour of DIRECTOR, CENTRAL HINDI DIRECTORATE, NEW DELHI. Payable at New Delhi Branch.

FEES SENT THROUGH MONEY ORDER, CHEQUE OR IN CASH WILL NOT BE ACCEPTED.

b) *For those residing abroad*

(i) Candidates residing abroad may remit their fees through *British Postal Orders, International Money Orders* or through *Bank Drafts* drawn on any authorised Bank in India in favour of DIRECTOR, CENTRAL HINDI DIRECTORATE, NEW DELHI.

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(ii) Where dollar or pound is not a currency, an equivalent amount in the currency of the country concerned will be accepted.

(iii) In case an applicant residing abroad finds it difficult to remit fees in hard currency on account of local foreign exchange restrictions, he/she is advised to deposit the fees in equivalent local currency with Indian Mission/Embassy in the country where he/she is residing and send us the receipt in original. This arrangement has the approval of the Ministry of External Affairs, New Delhi, vide their O.M. No. Q/551 (8) BF III/68 dated 26.6.1968.

(iv) The Indian Postal Orders, B.P.Os and Bank Draft should be sent by Registered Post only.

(v) The Directorate will not be responsible for the loss of fees etc. in postal transit.

FEES ARE NOT REFUNDABLE ONCE A STUDENT IS ADMITTED TO A COURSE.

(vi) Students are advised to retain the counterfoil of the Draft/Challans/Postal Orders with them till they get the intimation of Admission Roll Number.

VIII. LESSON PLAN & METHOD OF TEACHING

(1) There will be 22 lessons and Response-Sheets in all. Out of them 2 lessons will be in the form of solved Model Question Papers. Each monthly kit will contain :

(i) Two regular lessons,

(ii) Two Response Sheets and

(iii) Ancillary literature wherever necessary.

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(2) The Response Sheets will contain practice material, questions and exercises which are required to be attempted by the students and returned to the Directorate for evaluation within one month. Response Sheets will be returned to the students with necessary instructions, comments and guide notes.

IX SYLLABUS, COURSE OF STUDIES & EXAMINATION.

The Syllabus for the *Certificate Course in Hindi* will be as follows :

(a) During the one year term, the students will be supplied with 22 lessons and Response-sheets in addition to periodic Supplementary books and reinforcement material.

(b) The examination will take place in the first week of May in the subsequent year.

(c) The purpose of the examination is to test the language skill acquired by the students and not their tetual knowledge.

(d) There will be two papers of three hours duration each. Each paper will carry maximum of 75 marks.

(i) QUESTION PAPER – I

This Paper will be designed to test the students' comprehension of the texts included in the lessons. Questions will be broadly based on the following books.

(a) Hindi Reader—I

(A compilation of all the text portions included in the lessons)

(b) A book for non-detailed study.

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(ii) **QUESTION PAPER—II**

This Paper will be designed to test the students' skill in expressing themselves in Hindi and their grasp of the structure and the applicational aspect of Functional Hindi. Questions will be based on Translation, Letter-writing, Composition and Applied Grammar. In addition to the monthly Lesson-kits, help-books comprising of General Essays, Letter Writing, and Situational Conversation & Translation will also be sent to the students.

(iii) **TUTORIAL MARKS.**

A maximum of 50 marks will be reserved for the tutorial work, i e. the students' performance on the response-sheets and the regularity with which they had pursued the studies. Tutorial marks are added to the aggregate marks obtained in the two writtenpapers in the ratio of 25:75 respectively.

(iv) The minimum pass marks are 50%. Candidates obtaining 60% and above will be placed in First Division and those obtaining 75% and above will be declared as having passed with distinction.

DETAILS REGARDING PERSONAL CONTACT PROGRAMMES AUDIO-VISUAL AIDS, CASH AWARDS & BOOK AWARDS CAN BE SEEN IN PART-III OF THIS PROSPECTUS.

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PART—II

HINDI PARICHAYA COURSE

This is a two year Correspondence Course,* Subsequent to the Certificate Course in Hindi conducted by the Department.

I. OBJECTIVES

The aim of this course is to enable the students to acquire the following language skills.

(i) ability to understand Radio-talks, Radio/T.V. news-bulletins and other Hindi broadcasts/Television Programmes of non-technical nature.

(ii) ability to express oneself orally in all such situations as do not demand the use of technical language.

(iii) ability to read news-papers.

(iv) ability to appreciate simple poems, one act plays etc; and

(v) ability to write simple idiomatic language.

II. DURATION

The duration of this course will be two years.

III. MEDIUM

The medium of instruction will be English, Tamil, Bangla and Malayalam.

IV. ELIGIBILITY

(i) The candidates should have passed HINDI PRAVESH examination conducted by the Department of Correpondence Courses, Central Hindi Directorate (or the PRAVEEN examination of the Ministry of Home Affairs) or he should have knowledge of Hindi possessing the language skills mentioned in Part-I Para-I.

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*From 1987, this course will also be condensed into one-year course with the new name of 'Diploma Course in Hindi'.

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(ii) The candidates should have adequate knowledge to be able to understand lessons and teaching material through the medium concerned.

V. HOW TO APPLY

Intending candidates may apply directly to the Deputy Director, Department of Correspondence Courses, Central Hindi Directorate, West Block-VII, R.K. Puram, New Delhi-66 on plain paper in the proforma given below. Applications must reach the Department before the 15 June. Applications received thereafter will not be entertained.

PROFORMA

1. Name of the Course
2. Name of the Applicant
3. Father's Name
4. Nationality
5. Date of Birth
6. Mother-tongue
7. Medium through which candidate intends to learn Hindi (English/Tamil/Malayalam/Bangla)
8. Postal Address (with District and Pin code)
9. Profession
10. Academic qualifications
11. Particulars of Fees

IPO/Bank Draft No. *Date* *Amount*

12. Signature

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The last date for receiving applications, alongwith the prescribed fees for admission to the session commencing is 15th June, 1986. In the case of students applying from abroad, the last date will, however, be 15th July, 1986.

VI. FEES

The following fees will be payable by the candidates in respect of the course during the two year term :

	Admission Fees	Annual tuition fee (Ist year)	Annual tuition fee (II year)	Exam. Fee.	Total Fee for two years.
(*i*) *Residing in India*	Rs. 5.00	Rs. 25.00	Rs. 25.00	Rs. 5.00	Rs. 60.00.
(*ii*) *Residing in abroad*	US $5.00 or £3.00 or Rs. 51.00	US $25.00 or £16.00 or Rs. 252.00	US $25.00 or £16.00 or Rs. 252.00	US $5.00 or £3.00 or Rs. 51.00	US $60.00 or £38.00 or Rs. 606.00

The candidates are required to pay the above fees in two annual instalments as follows.

FIRST YEAR : Upto 15th June, 1986

Admission and annual Tuition fee for Ist year (1986-87)	Rs. 30.00 (US $30.00 or £19.00 or Rs. 303.00 for candidates residing abroad.)	Before admission, alongwith Admisssion Form.

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SECOND YEAR Upto 15th June, 1987.

Annual Tuition fee for 2nd year (1987-88) and examination fee .	Rs. 30.00 (US $30.00 or £19.00 or Rs. 303.00 for candidates residing abroad)	Alongwith Examination forms etc. which will be supplied at the end of first year.

VII. MODE OF PAYMENT.

(i) Payment should be made by crossed INDIAN POSTAL ORDER or Bank Draft in favour of DIRECTOR, CENTRAL HINDI DIRECTORATE, NEW DELHI payable at New Delhi Branch. In the case of candidates residing abroad, payment be made through British Postal Orders, International Money Order or through Bank Draft drawn on any authorised Bank in India in favour of DIRECTOR, CENTRAL HINDI DIRECTORATE, NEW DELHI.

(ii) Where Dollar or Pound is not a currency, an equivalent amount in the currency of the country concerned will be accepted.

(iii) In case an applicant residing abroad finds it difficult to remit fees in hard currency on account of local foreign exchange restrictions, he/she is advised to deposit the fees in equivalent local currency with Indian Mission/Embassy in the Country where he/she is residing and send us the receipt in original. This arrangement has the approval of the Ministry of External Affairs, New Delhi, vide their O.M. No. Q/551(8) BF III/68 dated 26.6.1968.

(iv) The Indian Postal Orders, British Postal Orders, and Bank Draft, should be sent by registered post. The Directorate will not be responsible for the loss of fees etc. in postal transit.

(v) Students are advised to retain the counterfoils of the Draft/ Challans/Postal Orders with them till they get the intimation of admission Roll Number.

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NOTE : FEES SENT THROUGH MONEY ORDER OR CHEQUE WILL NOT BE ACCEPTED. FEES WILL NOT BE REFUNDED ONCE A STUDENT IS ADMITTED TO A COURSE.

VIII. METHOD OF INSTRUCTION

(i) Two lessons will be mailed to the students once a month. Each despatch will contain (i) regular lessons, (ii) response-sheets and (iii) ancillary literature wherever necessary. The response-sheets will contain questions, exercises and practice material which are required to be attempted by the students and returned to the Directorate for evaluation within one month. The response-sheets will be returned to the students with necessary instructions, comments and guide notes.

IX SYLLABUS, LESSON PROGRAMME AND EXAMINATION.

(i) The course for the students of Hindi Parichaya consists of:

(a) Texts (Prose and Poetry) (b) Short Stories (Fiction)

(c) One-Act Plays and (d) Grammar and Composition

(ii) Two channels of Lessons alongwith Response.sheets in addition to the periodic supplementary books and reinforcement material will be supplied as per schedule and the examination will take place in the month of May of the second year only.

(iii) There will be three Q. papers of 3 hours' duration each. Each paper will carry a maximum of 100 marks and will be on the following pattern:

QUESTION PAPER-I

Text Books (Prose & Poetry) : It will be designed mainly to test the students' detailed knowledge of the subject-matter of the text books. 100 marks

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QUESTION PAPER-II

Supplementary books (Play & Composition) : It will be designed mainly to test the students' comprehension of the subject-matter of the prescribed supplementary books as well as their skill of expression through free composition and essay.

100 marks

QUESTION PAPER-III

Functional Grammar, Translations and Precis writing etc., It will be designed mainly to test the student's expressive capability and his grasp of the structure and Grammer of Hindi at a comparatively higher level. 100 marks

TUTORIAL MARKS

A Maximum of 100 marks will be reserved for the tutorial work. The tutorial marks are allotted on the basis of the students' performance on the response-sheets and to mark the regularity with which they had pursued the studies. Tutorial marks are added to the aggregate marks obtained in the three papers in the ratio of 25:75.

The minimum pass marks will be 50%. Candidates obtaining 60% marks and above will be placed in First Division and those obtaining 75% marks or above will be declared as having passed with distinction.

PART III

PERSONAL CONTACT PROGRAMMES, AUDIO-VISUAL AIDS, CASH & BOOK AWARDS AND RELEVANT INFORMATION REGARDING THE COURSES

(a) Personal Contact Programmes

(i) In order to supplement the lessons and to make up for the deficiency due to the absence of oral teaching and direct contact with the students, Personal Contact Programmes are arranged at different places for about a week every year, depending upon the concentration of students at particular places. Some of the usual centres (arranged alphabetically) are Asansol, Bangalore, Bhilai, Bombay, Calcutta, Calicut, Cochin,

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Coimbatore, Delhi, Durgapur, Hyderabad, Madras, Madurai, Pondicherry, Salem, Tiruchirapally, Tirunelveli, Trivandrum etc.,

(ii) During these programmes, class room lectures are arranged where lessons taught through correspondence are recapitulated and the students are given training in speech, pronunciation and conversation. Taped lessons are played to the students and correct pronunciation and speech are taught. Besides, the students are also provided individual guidance during the period and their problems and difficulties are attended to.

(iii) Though participation in these Programmes is not obligatory, students are advised to avail of these opportunities in their own interest.

(iv) No. T.A./D.A. is admissible to the students for attending the Personal Contact Programmes.

(b) Audio Visual Aids

(i) The Department has developed the following audio-visual aids for the benefit of Hindi learners.

1. *Hindi Records**

Hindi Records (with English Commentary)	Rs. 120.00
Hindi Records (with Tamil Commentary)	Rs. 120.00
Hindi Records (with Malayalam Commentary)	Rs. 120.00

Each set of Records contains 32 lessons, which are prepared for teaching Hindi pronunciation, conversation and structural patterns of Hindi.

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2. *Hindi Cassettes.**

The entire material of the above Hindi Records has been taped in a set of two cassettes (C-60 which are available for sale at Rs. 60/- per set.)

(c) Cash & Book Awards

(i) There is a provision of cash awards and book awards for the students passing the Certificate Course in Hindi/Parichaya Course examinations securing 1st, 2nd, and 3rd position as under :—

	Certificate Course in Hindi Rs.	Hindi Parichaya Rs.
1. Students securing 1st Position	100.00	300.00
2. Students securing 2nd position	75.00	200.00
3. Students securing 3rd position	50.00	100.00
4. Certificate Course students passing with distinction.	Books worth Rs. 20.00 each	...
5. First Ten Hindi Parichaya students in order of merit, excluding the first three position holders.		Books worth Rs. 40.00 each.

* The Records, Cassettes and Publications can be had from the following address on advance payment.

The Sales Unit,
Central Hindi Directorate,
West Block-VII,
Ramakrishnapuram,
NEW DELHI-110066

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(d) Examination Centres

Examinations are held at various centres in the country and abroad depending on the concentration of students at particular places. In the case of students residing abroad, examinations are held at places where Indian Missions, Consulates or Offices of the Mission are situated.

(e) Other Relevant Information

(*i*) *FIRST LESSON KIT.*

The first lesson kit will be despatched to the students within a month from the date of admission.

(*ii*) *CHANGE OF ADDRESS.*

No change in medium or course is allowed

Any change in address for a longer period (more than three months) should at once be communicated to this office through a separate letter. For short term changes, however, students must themselves arrange for the redirection of communication to their new address

(*iii*) *COMPLAINTS & REDRESSAL.*

All efforts are made by the Department to despatch lessons/response-sheets according to the Despatch Schedule. In case, however, of any complaint in this regard or any other matter pertaining to the course, you may directly write to the concerned officials as detailed in the table below :—

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Item of work	Name of the Officer to whom complaints etc. should be addressed.	Name of the higher officer who may be contacted after some time.
1.	2.	3.
1. Admission, fee, Roll No. and change of medium and course and general queries	Sh. R.N. Bhundelia Head Clerk	Sh. R.S. Kala Jr. Administrative Officer
2. Despatch of lessons and Response-sheets and other teaching material	Sh. M.B. Dobhal Superintendent	-do-
3. Certificate Course in Hindi (English medium)	Sh. N.R. Gupta Asstt. Education Officer	Dr. L.N. Garg Asstt. Director
4. Parichaya Course (English Medium)	Dr. (Smt.) Shashi Rani Bharadwaj Asstt. Education Officer	-do-
5. Personal Contact Programme	-do-	-do-
6. Foreign Students (English medium)	Sh. K.C. Tiwari Asstt. Education Officer	-do-
7. Examinations (i.e. Roll Nos., Results, Certificates, Mark Sheets & Time Table, etc.	Dr. R.C. Bharadwaj Asstt. Education Officer (Exam)	Sh. Shri Ram Asstt. Director
8. Hindi Records & Cassettes	Sh. A.R. Sharma Asstt. Education Officer	-do-

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PART IV

Faculty & Other Courses
Department of Correspondence Courses

FACULTY

Director	Shri Rajmani Tiwari, *M.A. (Hindi, Sanskrit), L.L.B., Sahityaratna, Dip. in Administrative Law*
Deputy Director	Sh. D.D. Nautiyal, *M.A. (Hindi, Sanskrit), Sahityaratna, Sahityacharya, Cert. in Linguistics & German.*
Administrative Officer	Shri I.P. Dutta
Assistant Director	Dr. L.N. Garg *M.A. (Hindi) Ph.D. Diploma in Applied Linguistics, Dip. in Journalisum*

Certificate Course in Hindi

Assistant Education Officer

Shri N.R. Gupta

M.A. (Hindi). M. Ed., Dip. in Applied Linguistics, Certificate in Tamil.

Evaluators

1. Smt. Sudha Saxena
M.A. (Hindi)., Diploma in Applied Linguistics.Certificate course in Translation

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2. Smt. Arun Bala Sharma,
   M.A. (Hindi), Dip. in Applied Linguistics.

3. Smt. Veena Dham
   M.A. (Hindi)

Parichaya and Civil Services Hindi Course

Asstt. Education Officer

Dr. (Smt.) Shashi Rani Bhardwaj
M.A. (Hindi), Ph. D., Dip. in Applied Linguistics

Evaluators

1. Shri N.K. Mishra,
   M.A. (Hindi), B. Ed., Sahityaratna, Dip. in Applied Linguistics

2. Smt. Neera Rani Johri,
   M. A. (Hindi, Sanskrit), B. Ed., Dip. in Applied Linguistics, Certificate in Tamil.

3. Smt. Ramesh Rani Chuchra,
   M. A. (Hindi, History), B. Lib. Sc.

4. Smt. Pratibha Shrivastava
   M. A. (Hindi, Sanskrit)

3. Bangla Medium

Asstt. Education Officer

Shri K. C. Tiwari,
M. A., L. T., Diploma in Bengali.

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Evaluators

1. Sh. Gunesh Jha
   M. A. (Hindi) P. G. H. T. B. Ed. Dip. in Bengali.
2. Sh. D. S. Tripathi.
   M. A. (Hindi, Economics), M. Ed.
3. Sh. S. Sen Gupta
   M. A. (Hindi), Post M.A. Dip. (Trans)
4. Km. Jaswant Gulati
   M. A. (Hindi) M. Ed.

Assistant Director Sh. Shri Ram
M. A. (Hindi, English)

Prabodh Course Unit

Asstt. Education Officer

Smt. Hem Lata
M. A. (Hindi). Dip in Applied Linguistics.

Evaluators

1. Smt. Urmil Gupta.
   M. A. (Hindi), B. Ed., M. Lib. Sc.
2. Shri B.M.L. Rastogi.
   M. A (Hindi, Sanskrit), Sahityaratna, Prabhakar, Urdu Adib
3. Sh. Surendra Prakash
   M. A. (Hindi, Geography)

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Praveen Course

Asstt. Education Officer

Shri Anant Ram Sharma

M. A. (Hindi). B. Ed., Dip. in Linguistics.
Certificates in German, Translation and Tamil

Evaluators

1. Shri S. P. Mishra
   M. A. (Hindi), B Ed. Sahityaratna

2. Smt. Veena Jain
   M. A. (Hindi, Sanskrit), B. T., Dip. in Applied Linguistics

3. Smt. Naseem Fatima Fareed,
   M. A. (Hindi), Dip in Applied Linguistics

4. Smt. Tripta Sehgal
   M.A. (Hindi), Dip in Linguistics, Certificate in Translation.

5. Smt. Nirmal Chopra.
   M.A. (Hindi), Certitificate in Translation.

Pragya Course-Unit

Asstt. Education Officer

Sh. C.L. Manav

M.A. M. Ed., Dip. in Applied Linguistics.

Evaluators

1. Smt. Prabha Shrivastava
   M.A., (Hindi), B. Ed., Dip. in Applied Linguistics

2. Sh. Ved Prakash
   M.A. (Hindi), Dip. in Applied Linguistics.

3. Smt. Pamila Ohri

   M.A. (Hindi)

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4. Sh. R.S Rakesh
M.A. (Hindi, Geography), Sahityaratna

4. **Examination**

Asstt Education Officer

Dr. R.C. Bharadwaj
M.A. Ph. D., L.T., Shahityaratna,
Dip. in Applied Linguistics.

Evaluator

1. Sh. Sudhir Kumar,
M.A. (Political Sc.,)

(C) **Asstt. Education Officer**

Dr. H. Balasubramaniam
M.A., Ph. D., Sahityaratna, Hindi Vidwan, Dip. in Teaching Hindi,
Dip. in Journalism, Dip. in Applied Linguistics

Evaluators

1. **Tamil Medium**

(1) Sh. V. Vishwanathan
Rashtrabhasa Parangat,
Sahitya-shiromani. B.Ed.

2. **Malayalam Medium**

(1) Smt. Sarada Devi
M.A. (Hindi), B. Ed., Dip. in Applied Linguistics

(2) Sh. Maheendran.
M.A. (Hindi)

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3. **Condensation and Revision of Courses**

Dr. Dinesh Chandra Dixit

M.A. (Hindi), Ph. D.

ADMINISTRATION

Junior Administrative Officer

Shri R.S. Kala

Superintendent

Shri M.B. Dobhal

Head Clerks

Shri R.N. Bundelia
Shri P.S. Godia

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Other Correspondence Courses

(A) PRABODH, PRAVEEN, PRAGYA COURSES

The Department is also conducting one year Prabodh, Praveen and Pragya correspondence courses for Central Government employees, teachers of Kendriya Vidyalayas and the employees of statutory bodies and public undertakings These courses are based on the syllabi of the Hindi Teaching Scheme under the Ministry of Home Affairs. Medium of instruction for these courses is English.

ELIGIBILITY

(a) Admission to these courses is open to the following categories of the Central Government employees :—

(i) Employees posted at places other than those having Hindi Teaching Centres under the Hindi Teaching Scheme.

(ii) Operational Staff i.e. members of the staff whose nature of work or duty hours do not permit them to attend the Hindi class run by the Ministry of Home Affairs at various places.

(iii) Class I and Class II Officers.

(b) Admission to these courses is also open to the following categories (other than employees) whose mother tongue is not Hindi :—

(i) Teachers/Principals of Kendriya Vidyalayas (Central School) &

(ii) Employees of Statutory Bodies and Public Undertakings.

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ADMISSION

The application form of the Central Government employees should be forwarded by their respective offices/departments. Application forms from all eligible candidates should be accompanied by the prescribed fee of Rs. 30/-.

SESSION COMMENCES ON

1.	Prabodh (Elementary)	1st January every year
2.	Praveen (Middle)	1st January every year
3.	Pragya (Advance)	1st January every year

For further Particulars, please contact the officer In-charge of the Course concerned as given under faculty (page21 & 22)

(B) CIVIL SERVICES HINDI COURSE

With a view to meet the demand for teaching Hindi to the Candidates of North-Eastern States (Arunachal Pradesh, Nagaland, Manipur, Mizoram, Meghalaya and Sikkim) whose mother tongue is not included in the Eighth Schedule of the Constitution, and who opt for Hindi under Compulsory Indian Language paper in the Civil Services Examination conducted by the U.P.S.C., The Department of Correspondence Courses, Central Hindi Directorate has introduced a special course for teaching Hindi through correspondence in addition to its existing courses. The medium of instruction will be English. The course is entirely free of charge.

The main objectives of this course are as follows :

(1) To acquaint the candidate intending to appear in the Civil Services Examination conducted by the U.P.S.C., with the basic structural patterns, fundamental grammatical devices and standard usages of Hindi alongwith sufficient knowledge of basic vocabulary of Hindi language.

(2) To enable the above candidates to acquire fair knowledge and understanding to read, write and speak simple Hindi in accordance

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with the requirement of the examination to be conducted by the U.P.S.C. and also providing them a good working knowledge of Hindi.

The duration of the Course is one year (From October to September every year).

ELIGIBILITY

The applicants having the following qualifications are eligible for this course :—

(a) Candidates who have obtained at least a Bachelor's degree or candidates who are studying in the degree final and are desirous of appearing in the above competitive examinations after completing their degree course.

(b) Candidates must belong to one of the following States/U.Ts.

Arunachal Pradesh. Nagaland, Manipur, Mizoram, Meghalaya & Sikkim.

For further particulars please Contact the In-Charge of Civil Services Hindi Course as given under faculty (*page* 20)

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USEFUL PUBLICATIONS FOR HINDI LEARNERS

1.	**Bilingual Conversation Guide (Hindi-English)**	**(In Press)**
2.	**Conversation Guide (English-Hindi)**	**Rs. 6.00**
3.	**Tamil-Hindi Conversation Guide**	**Rs. 3.75**
4.	**Hindi-Tamil Conversation Guide**	**(In Press)**
5.	**Hindi-Bangla Coversation Guide**	**Rs. 6 00**
6.	**Hindi-Malayalam Coversation Guide**	**(In Press)**

These books have mainly been designed for tourists, visitors and others whose mother-tongue is not Hindi and who desire to pick up and acquaint themselves with the spoken form and conversational pattern of Hindi in their day-to-day dealings within a comparatively short span of time. Suggestive cartoons have also been in-set in each of them to make reading more intersting.

7.	**Hindi Primer for Foreigners**	**Out of Print**
8.	**Desk Book on Devanagari Script**	**Rs. 7.25**

The books are scientifically based on the techniques of modern linguistics and are designed to suit the practical requirements of foreign and Indian Tourists, students and visitors, seeking to acquire a functional or more advanced knowledge of Hindi.

9.	**Hindi-Tamil Swayam-Shikshak**	**Rs. 5.00**
10.	**Hindi Telugu Swayam-Shikshak**	**Rs. 5.00**
11.	**Hindi Malayalam Swayam-Shikshak**	**Rs. 5.00**
12.	**Hindi-Kannad Swayam-Shikshak**	**Rs. 6.00**

These self-taught series have especially beeen prepared to enable Hindi readers to learn South-Indian languages viz. Tamil, Telugu, Malayalam and Kannad through the medium of Hindi in Devanagari Script.

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13. A Basic Grammar of Modern Hindi **Rs. 9 20**

This is an intensive survey of the structure of Hindi language in all its aspects and presents the Grammar of Hindi in amethodical and scientific manner.

14. A Hindi-English Dictionary of Common Words **Rs. 8.00**

(Vyavaharik Hindi-Angrezi Kosh)

The Dictionary includes the Basic Vocabulary for understanding the common core of Hindi language.

All these publications can be purchased from

The Sales Unit,
Central Hindi Directorate
West Block–VII,
Ramakrishnapuram,
New Delhi-110066

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BOOKS PUBLISHED BY THE DEPARTMENT FOR FREE DISTRIBUTION

(FOR CORRESPONDENCE COURSES STUDENTS ONLY)

1. Pravesh Pathmala, Part I & II
2. Parichaya Pathmala, Part I & II
3. Parichaya Glossary (In Press)
4. Banking Terms for Prabodh Course
5. Praveen Hindi Grammar
6. Praveen Glossary
7. Praveen Examination Guidance Material
8. Pronunciation chart of Hindi Sounds (For Pravesh & Prabodh Course)
9. Pragya Glossary
10. Pragya Hindi Grammar
11. Basic Hindi Reader } For Civil Services Hindi Course.
12. Exercise Book } For Civil Services Hindi Course.
13. Standardisation of Devanagari Script and Spellings (in Hindi)
14. Hindi Alphabet-Mode of Writing (Chart)

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Highlights

DEPARTMENT OF CORRESPONDENCE COURSES

(A) COURSES

1. Hindi Correspondence Courses Scheme started from : 1968

2. Courses running at present : (a) Prabodh, Praveen & Pragya
   (b) Certificate course in Hindi and Hindi Parichaya
   (c) Civil Services Hindi Course

3 Session Commences on : (a) January every year
   (b) July every year
   (c) October every year

4. Despachtes : Regular monthly despatches of lessons, response-sheets and ancillary material to all students.

5. Media of instruction : (1) English
   (2) Tamil
   (3) Bangla
   (4) Malayalam

6. No. of students in each session : 14,000 approx.
7. No. of foreign students in each session : 150 approx
8. Students from Tamil Nadu in each session : 6,000 approx.
9. Students benefitted so far : About 2,00,000
10. Fee : Rs. 30.00 (each course) excluding the Civil Services Hindi Course

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(B) PUBLICATIONS

1. Books published for sale 14
2. Books published for free distribution to students 15

(C) PERSONAL CONTACT PROGRAMMES

Personal Contact Programmes are held according to the concentration of the students at about thirty centres all over the country for all courses in order to remove the difficulties of the students relating to their Hindi studies.

(D) COMMITTEES

The Department is assisted by a number of Lesson/Reading material Review Committees. These committees include eminent Educationists, Linguists and University Teachers.

(E) AUDIO VISUAL AIDS AVAILABLE WITH THE DEPARTMENT

1. Department has prepared a set of Hindi Records (16 discs covering 32 Lessons) to supplement the correspondence courses.
2. Hindi Cassettes with English/Tamil/Malayalam/Bangla Comment ary.
3. Film : Learn Devanagari
4. Strips : Vowels and Consonants

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Prosp. May 85, 4,000 The Indian Press

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LEARN HINDI

THROUGH

Correspondence Courses

WHATEVER IS YOUR MOTHER - TONGUE AND WHEREVER YOU ARE PLACED YOU CAN HAVE THE THRILL OF LEARNING A NEW LANGUAGE IN YOUR LEISURE TIME. OUR SYSTEM ENSURES YOU REGULAR LESSONS AND INSTRUCTIONS AT HOME, BASED ON SCIENTIFIC AND LINGUISTIC METHODS.

✲

Speak correct Hindi
Use Hindi Cassettes & Records

SPECIALLY DESIGNED FOR THE NON - HINDI SPEAKING INDIANS AND FOREIGNERS, THE HINDI CASSETTES, RECORDS PROVIDE YOU A VALUABLE CASSETTES AID TO THE LEARNING OF CORRECT PRONUNCIATION, FUNDAMENTAL SENTENCE PATTERNS AND THE CONVERSATIONAL FORM OF HINDI.

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For details, please write to :

Department of Correspondence Courses

CENTRAL HINDI DIRECTORATE

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

Government of India

West Block-7, Ramakrishnapuram

NEW DELHI-110066 (INDIA)

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